

HUMAN RESOURCES MEMORANDUM 23-004	DATE ISSUED: 4/14/2023
SUBJECT: PERSONNEL OPERATIONS MANUAL UPDATES	REFERENCE:
TO: All Department of General Services Employees	SUPERCEDES:

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide all Department of General Services (DGS) employees with the updated Office of Human Resources [Personnel Operations Manual \(POM\)](#) sections published on April 14, 2023:

- [Administrative Time Off \(ATO\)](#)
- [Performance Appraisal](#)
- [Probationary Period](#)
- [Bilingual Positions](#)

Questions

If employees have questions not addressed in this memorandum, employees are encouraged to contact their manager or supervisor and/or employee representative as appropriate.

ESTELA GONZALES, Chief
Office of Human Resources